

ON YOUR COMPANY LETTERHEAD

Date: _____

Consulate General of: (country you are traveling to)
Consular Section

Dear Visa Officer:

This letter is to introduce (Mr./Mrs./Ms.) _____ (Title) _____
(Mr./Mrs./Ms.) has been employed (By Company) _____
for (Length of employment) _____. (Mr./Mrs./Ms.) _____ is planning a
business trip to (city & country) _____. Arriving on (date entering country) _____. Departing on
(date departing country) _____ to conduct (brief description of business trip) _____.
While in your country (Mr./Mrs./Ms.) _____ will be meeting with:

Ex: Mr. John Sullivan, President (Must have contact name)
XYZ Corporation
Full Address and City Code
Phone Number

(Mr./Mrs./Ms.) _____ will be in possession of a round trip airline ticket.
(Name of Company) _____ hereby guarantees all travel and other support expenses of
(Mr./Mrs./Ms.) _____ during their trip. (Name of Company) _____
respectfully requests (Mr./Mrs./Ms.) _____ be granted a (state the type of visa and the
validity of the visa you are requesting) For example: a 1 year multiple entry business visa.

Thank You

Mr./Mrs./Ms. (Original Signature) _____
(Title) _____